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## APPLICATION FOR ALLOTMENT

You must be a permanent resident living in Wheatley Hill and aged 18 or over to apply for an allotment.

If your application is accepted you will be placed on a waiting list and contacted when a plot becomes available.

Please make sure you notify us of any change of address or other contact details so we can contact you with an offer of a plot.

Information for applicants after acceptance onto the waiting list;

- It is the responsibility of the applicant to keep Wheatley Hill Parish Council informed of up to date contact details.
- Applicants on the waiting list who cannot be contacted due to incorrect contact details will be removed from the waiting list.
- If an applicant does not respond to an offer of a plot they will be removed from the waiting list.
- If an applicant rejects two plots they will be removed from the waiting list and barred from re-applying for a year.
- If you do not sign the tenancy agreement for a plot you have been allocated within one month of the date on the agreement, you will be deemed as having refused the offer. The plot will be offered to the next person on the waiting list and you will be removed from the waiting list.

Waiting list position and waiting times

Unfortunately, we are unable to say how long you can expect to remain on the waiting list before you are offered a plot. Plots usually become available as a result of a tenant giving up a plot or if a tenancy has been terminated due to a tenant breaking the rules. As a result it is not possible to accurately predict how many plots may become vacant during any given period.

We ask you to be patient whilst waiting for a plot to become available, and once you reach the top of the waiting list and a plot becomes available you will be contacted by the Parish Council.

Privacy Statement

Wheatley Hill Parish Council complies with all relevant statutory obligations related to data protection and will look after your personal information securely. We will not give personal information about you to anyone else or another organisation unless we have to by law.

Personal information processed by the Council will be handled in accordance with the Council's privacy notice, which can be accessed at [www.wheatleyhillparish.co.uk](http://www.wheatleyhillparish.co.uk)

If you have any concerns about how your data is handled, please contact the Data Protection Officer at [clerk.whpc@btinternet.com](mailto:clerk.whpc@btinternet.com) or the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk).

September 2021

WHEATLEY HILL PARISH COUNCIL  
APPLICATION FOR AN ALLOTMENT

Name.....

Address .....

.....

Telephone .....

Purpose for seeking an Allotment

**Please note that all applications will be considered by Wheatley Hill Parish Council and appropriate checks will be made to verify residence in Wheatley Hill.**

I hereby agree to the above Signed.....(Applicant)

Date of Birth.....(Applicant)

References must be provided from resident(s) living in Wheatley Hill:

Please Print

Please Print

Name.....

Name.....

Address.....

Address.....

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Signed.....

Signed.....

I confirm the applicant is known to me and will abide by the conditions of the tenancy agreement.

I confirm the applicant is known to me and will abide by the conditions of the tenancy agreement.

Please return the completed application form to The Clerk, 12 Western Park, Hawthorn, Seaham, Co Durham SR7 8BF or email to [clerk.whpc@btinternet.com](mailto:clerk.whpc@btinternet.com)